

# MARYLAND CENTER for SCHOOL SAFETY

## Weekly Tabletop Exercises

**Date:**

**Facilitator:**

**Participants:**

**Which part of your Emergency Plan are you reviewing:**

**Scenario:** When Mrs. Johnson, the schools assistant principal, discovered intimate text messages between her husband Mr. Johnson, a teacher, and a student, she did not report it. She did, however, confide in other teachers. The student eventually confessed to her parents the nature of her relationship with Mr. Johnson, who then reported it to the principal. During the investigation, the principal discovers that multiple teachers failed to report the abuse because Mrs. Johnson is the designated report receiver.

BEFORE	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What are the initial actions?	
Who is involved?	
Who is affected?	
Who is responsible for responding to the situation?	



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DURING	DESCRIBE MAJOR DETAILS ABOUT THE INCIDENT
What additional problems does this cause?	
Is the situation escalating or de-escalating?	
What information do you need?	
Who else needs to know? How will you deliver this information?	

AFTER-ACTION	DISCUSS IMPORTANT DETAILS ABOUT THE INCIDENT
What was the plan?	
What were the strengths? Weaknesses?	
What was learned?	
How do you improve?	

**RESOURCES** 

Visit [SchoolSafety.maryland.gov](https://SchoolSafety.maryland.gov), go to "Resources", then "Training"



**CONTACT INFO** 

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